

DS-160 FAQ

Am I required to complete the DS-160?

Under our current plans, applicants for diplomatic or official visas (A/G/NATO) and student and exchange visitor visas (F/J/M) must complete the Form DS-160 for a visa application on or after April 12, 2010. Applicants for all other visas (except K visas) must complete the Form DS-160 for a visa application on or after April 26, 2010. However, the Embassy will accept DS-160s from all applicants on or after April 12, 2010.

Are all fields on the DS-160 mandatory?

Most fields are mandatory and must be completed. The form will not allow you to submit an application with mandatory fields that are left blank. You will receive an error message and will be required to complete the field before continuing. The fields marked "optional" may be left blank, and the fields that give the option to select "Does not Apply" may be ticked if the information does not apply to you.

The on-line form does not have several Danish letters. How do I correctly spell my name?

You should spell your name exactly as it appears in machine-readable zone at the bottom of the biographic data page of your passport. The "æ" should be written as "ae", the "å" should be written as "aa", and the "ø" should be written as "oe". This is very important—if you fail to properly spell your name, you will have to resubmit a new DS-160 with your correct name and re-schedule your interview.

I don't know if I am a principal applicant or a derivative applicant!

If you or your family members are applying for a B-1 or B-2 visas you are all considered principal applicants and should each tick that box. If you are a sailor or air crew applying for a C1/D visa, you are also considered a principal applicant. The term "derivative" applies to:

- The spouse, unmarried child, or other household member of a person applying for an official or diplomatic (A/G/NATO) visa.
- The spouse and child under the age of 21 of a person applying for an employment (E, H, I, L, M, O, P, R) or student (F, M, J) visa.

Is the National Identification Number the same as my CPR number?

Yes.

What do I enter for U.S. Social Security Number and/or U.S. Taxpayer ID Number?

People who have worked in the United States may have these numbers and should

supply this number. However, if you do not have either a Social Security Number of Taxpayer ID number, you should tick the box "Does not apply".

It is asking for my home address, but I live in the United States. Do I enter my U.S. address?

Your home address is where you normally reside, so if that is the United States, you must enter your address there. However, you will be required to provide a mailing address in Denmark as this will be the address to which your passport will be sent.

It is asking for my home phone number, but I do not have one.

It is to your advantage to provide a contact phone number. If you have provided a mobile number, you may enter "does not apply" in the field, but we strongly recommend that you provide at least one phone number on which you can be contacted if required.

It is asking for my Passport Book Number but I am not sure if I have one.

If you are a Danish passport holder this information will not apply to you, and you should tick the "Does not apply" field. For nationals of any other country, please check with your local embassy or consulate or with the passport issuing office.

It is asking for the city in which my passport was issued. I have no idea.

Many countries list the place of issuance on the biographic data page under a data field entitled "Myndighed/Authority/Autorité". However, if you are not sure about the place of issuance, please check with your local embassy or consulate or with the authority that issued your passport.

It is asking for the date of issuance for my passport. I have no idea.

The date of issuance can be found on the biographic data page under a data field entitled "Udstedelsesdato/Date of Issue/Date de délivrance". However, if you are not sure about the date of issuance, please check with your local embassy or consulate or with the authority that issued your passport.

I cannot remember the date on which my last visa was issued and it will not let me leave this section blank.

You must complete the form to the best of your ability.

I am required to give the name of a contact or organization and a phone number, but I am not visiting anyone in the U.S.

If you do not know anyone personally you may give the name of the hotel, company or organization you intend to visit. If the question does not apply in your case, you may simply state "does not apply". If you are in transit to a non-U.S. destination, please write "Transit".

The application keeps timing out on me.

The DS-160 will time out after approximately 20 minutes if the application has been left idle. If you have not saved your data, it will be lost. It is therefore recommended that you save the data at regular intervals by clicking the SAVE button that appears on every page at the bottom center of the form. Clicking this button will temporarily save your data.

To save it permanently, you must select "Save Application to File" button. Then, click the file on the File Download window. Identify a place on your computer to save the application, browse to that location and click the SAVE button in the Save As window. The system will download the application to the specific location. Once the download is complete you can click Close to return to the application. You can then use the Import Application Date option on the Getting Started page to upload the data that you have already entered.

Should I save my application before I submit it?

Yes. You should save your application either to your hard drive or a CD/USB. Saving your application means that if your application is rejected by the Embassy because it is incomplete, you will be able to access the saved application data, correct it and submit the corrected application without having to complete an entirely new application.

How do I save my application?

The form does provide instructions. There is a SAVE button at the center of every page of the form. Clicking this will **temporarily save** your application. In order to **permanently save** your application, select the "Save Application to File" button. then, click the SAVE button on the File Download Window. Identify a place on your computer to save the application, browse to that location and click the Save button on the SAVE As window. The system will download your application to the specified location. Once the download is complete, you can click "Close" to return to the application. You can use the "Import Application Date" option on the Getting Started page to update the data that you have already entered.

I have saved the form to a CD/USB. Should I bring it with me to the interview in case there is a problem?

No, visitors are not permitted to bring a CD or USB into the Embassy.

I have made an error in the data entry. Should I correct it/is there anything that I can do to correct this?

If you saved the form to either your hard drive or a CD/USB, you can go back and correct any errors that you have made and resubmit the application. If you did not save the data then you will be required to complete a new application.

I am applying for a Treaty Trade/Treaty Investor (E) visa. Do I still have to complete the DS-156E?

Yes. The Department of State is in the process of completing the DS-160E, but until such time as the DS-160E is available, E visa applicants must complete a DS-160 and must also continue to provide a DS-156E.

I am applying for a fiancé/fiancée (K) visa. Which form do I fill out?

All K visa applicants should continue to fill out the DS-156 and DS-156K until further notice.

Am I required to complete the DS-157?

Under our current plans, if you are applying for a student or exchange visitor visa (F/J/M) on or after April 12, 2010, you will not have to complete the DS-157. Applicants in all other visa classes must still fill out the DS-157 until April 26, 2010. Anyone using the DS-160 does not have to complete the DS-157.

Am I required to complete the DS-158?

Only F and J visa applicants are required to complete the DS-158. Therefore, under our current plans, if you will be applying for a visa on or after April 12, 2010, you will not have to fill out a DS-158. For any application submitted before April 12, 2010, you will still be required to complete the DS-158.

Action on my application was suspended under Section 221(g). Am I required to complete the DS-160?

Under our current plans, you will be required to complete the Form DS-160 if you are a diplomatic or official visa applicant (A/G/NATO) or a student or exchange visitor (F/J/M) applicant continuing with your application on or after April 12, 2010. Applicant in all other visa classes who continue with their application on or after April 26, 2010 will be required to complete the DS-160.

I mistakenly selected the wrong post for the data to be sent to. What should I do?

You should attend the interview as scheduled and bring with you your confirmation sheet. It is possible for the Embassy/Consulate to transfer the data to their post.

Can a third party complete the form on the applicant's behalf?

Yes, but under U.S. visa law an applicant must sign and submit his or her own visa application form unless otherwise exempt by regulation, by clicking the "Sign Application" button at the end of the application. The applicant's failure to sign the application may result in a termination of the application.

By clicking "Sign and Submit Application" the applicant is electronically signing the

application. Your electronic signature certifies that you have read and understood the questions in the application and that your answers are true and correct to the best of your knowledge and belief. The submission of an application containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States. All declarations made in this application are sworn declarations made under penalty of perjury.

Who is exempt from signing the form?

If an applicant is illiterate or unable to complete the application, the applicant must be assisted by a third party. The third party must be identified in the application. The third party can assist the applicant in completing the application, but must instruct the applicant on how to endorse the application on his/her behalf by clicking on the "submit application" link to complete the application.

If the applicant is under the age of 16 or physically incapable of completing an application, the alien's parents or guardian may execute the application on his/her behalf. If the alien has no parent or legal guardian, then the application may be completed by any person having legal custody of, or a legitimate interest in, the alien.

I quite often apply for a visa. Can I reuse the DS-160?

If you have saved the data to your hard drive or a CD/USB then you may access the form to update your application and resubmit with the updated information.

I am traveling with my family or as part of a group. Can I create a family or group application?

Yes. On the "Thank You" page you will see an option to create a family or group application. When you select this option, certain information from your application, such as destination, will automatically be imported to and displayed on a new application. Please note that if you use this option you will need to create an individual application for each of your family members traveling with you or for each individual within the group.

Do I need to print off the entire DS-160 and bring it with me to my interview?

No. You only need to print the one-page confirmation sheet and bring it to your interview. This is very important—if you do not bring your confirmation page, we will not be able to retrieve your application information, and you will have to re-schedule your interview.

How do I get a photograph that will successfully upload to my application?

The website provides detailed guidance for using a digital camera, and requirements for scanned images: http://travel.state.gov/visa/guide/guide_3877.html

I have printed off a confirmation sheet but it has an X in the box where the photograph should be!

This means that the photo upload failed. You should bring the photograph with you to your interview. Before doing so, however, you should ensure that the photograph meets Department of State specifications. You can check this by clicking on the following link: http://www.travel.state.gov/visa/temp/info/info_1287.html.